

17 September 1964

MEMORANDUM FOR: Chief, Operations School/TR

SUBJECT : Proposed Training of Female JOTs for
the DD/P

REFERENCE : A. Draft Memo to DTR from C/IPF/IS;
C/OSF/HT/OS, Subj: Proposed
Change in Training of Women JOTs
Destined for the DD/P, undated

B. Memo from AC/OS to [REDACTED], dated 8 Sept 64, Subj: Operations Course
Coverage of Headquarters Functions
for JOTs 25X1A

C. Memo from [REDACTED] to AC/OS, dated 10 Sept 64, Subj:
Operations Course Coverage of Head-
quarters Functions for JOT's 25X1A

1. I received a copy of the draft memorandum (Reference A.) from the Chief, Operations Support Faculty. I am greatly disturbed about this memo, as well as the general proposal contained therein. I have some definite opinions concerning this entire matter that I am passing to you in the hopes they can be called to the attention of the Director of Training at the earliest opportunity.

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2. The first point I wish to raise is the manner in which this proposal and the accompanying memorandum has been handled. This memo was ostensibly drafted by Mr. [REDACTED] of the Intelligence School without any reference or consultation with Chief, Headquarters Training. I am not aware that he consulted the Chief of the Operations School on the matter either. The Operations Support Faculty is a subordinate unit of the Operations School, and I consider this matter of significant importance for it to have been brought to the attention of the supervisor of the Chief of the Operations Support Faculty prior to the drafting of a memo which contains as originator its Chief. 25X1A

3. The second factor I would like to call to your attention is that the [REDACTED] Operations Faculty has been entirely neglected. It appears that they have neither been consulted nor are they considered of significant importance to be one of the addressees. The whole matter of adequately preparing JOTs for service in Headquarters has been recently raised in References B. and C. Although References B. and C. were concerned with the Operations Course, before proceeding any further in this project, I would suggest that the Operations Familiarization Faculty be given an opportunity to express their opinions on the same subject. 25X1A

4. I am adamantly against the recommendations contained in Reference A. concerning the proposed "DD/P Headquarters Course Force". The Operations Support Faculty of Headquarters Training is, or if it is not, should be totally involved in the presentation and improvement of its existing courses. I believe I reflect the opinion of the Director of Training that if any new courses are going to be added to the present Office of Training presentations, that certain existing courses will be deleted.

5. If the results of the survey of the OFC indicate that some sort of additional training for women JOTs destined for the DD/P is required, it is my recommendation that they be included in existing courses now presented by Headquarters Training. If it is found


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that they are not adequately trained in Headquarters procedures of an administrative type they should be enrolled in the existing Administrative Procedures Course or Operations Support Course. If additional training in specialized DD/P functions is needed, they could be enrolled in any of the following regularly scheduled Headquarters Training Courses: CI Familiarization; Information Reporting, Reports, and Requirements; Covert Action Operations; Clandestine Services Name Checks, etc.

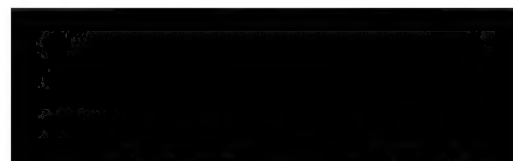
6. It is my recommendation that:

a. Reference A. be rescinded and that the matter be reconsidered through proper and appropriate channels.

25X1A b. The Deputy for Training  and Chief Instructor, OFC be consulted.

c. If after the above steps have been taken, it is still found that female JOTs are not adequately prepared to assume positions in the DD/P, they be enrolled in existing Headquarters Training courses.

25X1A



Chief, Headquarters Training

Attachment
Reference A.